

NOTE: If you have questions please contact: **Nicole Landwersiek at 2836** or **Laura Sheehan at 2357**

Full Name	Email	Traveler Category
<input type="text"/>	<input type="text"/>	<input type="text"/>

Department Contact	Campus Address
<input type="text"/>	<input type="text"/>

Campus Phone	Payment Preference (preferred method is check)
<input type="text"/>	<input type="text"/>

**Traveler Information**

Leave from City	Leave from State
<input type="text"/>	<input type="text"/>

Journey to City	Journey to State
<input type="text"/>	<input type="text"/>

Multiple Cities
<input type="text"/>

Travel Start Date	End Travel Date
<input type="text"/>	<input type="text"/>

Purpose of Travel
<input type="text"/>

**Transportation Expenses - [Click here for Mileage reimbursement rates](#)**

Private Auto Mileage:	<input type="text"/>
Mileage rate:	<input type="text"/>
<b>Total Mileage:</b>	<input type="text"/>

Train fare	Taxi fare	Bus fare
<input type="text"/>	<input type="text"/>	<input type="text"/>

Car Rental	Gas for Rental car	Parking Fees	Tolls

**Miscellaneous Expenses**

Conference registration fee, only if not previously paid.	Conference Supplies: paper, pen books, etc.

Tips	Other cost (explanation required)

Other Cost explanation

Meals	Meal expenses

Totals	Expense Total, non-meal

Total Expenses

Total reimbursement – The reimbursement may be less than the expense total if the department is going to only partially reimburse the traveler, correct the total reimbursement accordingly. Reimbursement may not exceed the total of expenses.

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Additional Information

Approver Name	Approver Signature

Additional Information – is there anything else you need to tell us

**Accounting Information** – Cost can be split between 3 projects.

[Click here to see a list of teams & numbers](#)

**Profit Center Selection**

	01 - Business Office
	02 - Ram E-Card
	03 - Campus Store
	04 - Service Center
	05 - SGA
	06 - Athletics
	07 - Ongoing WCU
	08 - Ongoing other

**Project Number** (project 5-8 are fillable)

	00 – Allowable Projects
	01 - 01
	02 - None
	03 - None
	04 - 04
	05 -
	06 -
	07 -
	08 -